



FREE TRANSCRIPT REQUEST (21 BUSINESS DAYS)

Students are entitled to obtain two free official transcript copies in their lifetime. Please note that free requests are not available through Parchment. Free orders must be completed as a 21-Business Day request and will be mailed within four to five (4-5) weeks.

Instructions

- Submit the completed form to the Admissions & Records Office via email to enrolls@collegeofthedesert.edu with a valid photo ID. Students may also submit this form in person during operational hours with a valid photo ID.

STUDENT INFORMATION

Last Name	First Name	MI	Student ID# (if known)
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Date of Birth	Other Names Used	Email Address	Phone Number
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Estimated Dates of Attendance	Social Security Number (Only required if enrolled prior to Fall 1989)
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SPECIAL INSTRUCTIONS (OPTIONAL)

CSU GE Certification	IGETC GE Certification	I have provided an attachment
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DELIVERY INSTRUCTIONS (CHOOSE ONE)

Student Pick-Up. Photo identification required.

I authorize the following individual to pick up my transcript and understand that they will be required to provide photo identification. _____

Mail to the following address: _____

STUDENT ACKNOWLEDGEMENT

- College of the Desert is not responsible for lost or misdirected mail by USPS, the receiving school, or third-party agency/individual. Mailed transcripts will be sent to the address exactly as indicated above.
- Pick-up orders are destroyed after 30 days. Students are responsible for new order requests and applicable fees.

I acknowledge that I have read and agree with these conditions.

Student Signature	Date
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OFFICE USE ONLY

First Free Request Date Completed: _____

Second Free Request A&R Initial: _____

TRRQ